



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

WATERSHED MANAGER

Class No. 005453

■ CLASSIFICATION PURPOSE

Under general direction, to design and implement the County Watershed Resource Management Program; to ensure fire services coordination; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

This is a one-position class found only in the Department of Agriculture, Weights, and Measures. The incumbent provides technical expertise in planning and implementing prescribed burns, removing aggressive nonnative weed species and improving wildlife habitats.

■ FUNCTIONS

The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Coordinates the County Watershed Resource Management Program with other governmental agencies.
2. Determines types of equipment, number of personnel, and amount of time required to complete a watershed management project.
3. Designs, plans, and constructs fuel breaks and controlled burning.
4. Conducts aerial and ground surveys to establish exact project boundaries.
5. Provides information for contractual bidding.
6. Maintains records for billing and auditing purposes.
7. Prepares and presents programs to groups concerned with watershed management and fire hazard reduction.
8. Prepares correspondence and reports.
9. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- San Diego County Watershed Program objectives.
- Fuel break or fuel reduction techniques.
- Fire suppression techniques and effective methods of controlled burning.
- Various tractor capabilities and specialized equipment used in watershed management.
- Replanting techniques.
- Grass, plant, and tree characteristics related to watershed management.
- Map reading.
- Basic photography.
- Cost of various replanting and fuel reduction methods.
- State and Federal agencies which have responsibilities related to watershed management.
- Combustion characteristics of grasses, plants, and trees.
- Wildlife range management.
- Methods and techniques of contract proposal writing.

- Basic mathematics.
- Telephone, office and online etiquette.
- County customer service objectives and strategies.

Skills and Abilities to:

- Evaluate wild-lands for appropriate watershed management methods considering terrain, purpose, and economy.
- Identify fire hazards to property, plants and animals.
- Prepare and write clear and concise contract proposals and project reports.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

A bachelor's degree from an accredited college or university or certified equivalency for foreign studies in biology, forestry, agriculture, or a related natural science; AND, three (3) years of professional experience in the design and implementation of watershed programs including coordination of watershed management projects with other governmental agencies.

Note: Additional experience may substitute for education on a year-for-year basis.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting and repetitive use of hands. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

Valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification

Valid certificate/license issued by a Federal, State, or local governmental agency in California to conduct prescribed burns within this State is required.

Working Conditions

None required.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

New: May 3, 1974
Revised: February 4, 1975, August 3, 1988
Reviewed: Spring 2003
Revised: June 9, 2004
Revised: June 23, 2006

Watershed Manager (Class No. 005453)

Union Code: MM

Variable Entry: Y